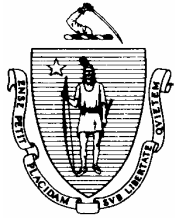


The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130



Instructions for Packaging and Transporting Birds to the State Laboratory Institute

You must have approval from the State Laboratory before sending a bird for testing. Call 1-866-MASS-WNV (1-866-627-7968) to report dead birds, to obtain testing approval and to obtain an assigned Tracking ID for tracking purposes.

Do not touch any dead animal with bare hands. Wear gloves when packaging birds, and wash hands with soap and water afterwards. Use a permanent marker to write assigned tracking ID where indicated.

Materials per kit, provided by the SLI:

- 1 opaque white, self-sealing plastic bag
- 1 clear zipper lock plastic bag
- 2 absorbent pads
- 1 frozen ice pack
- 1 pair disposable gloves
- 1 cardboard box
- WNV Dead Bird Reporting and Test Request Form
- 1 document pouch
- Instructions for transporting specimens by UPS

Packaging:

1. Double wrap the bird using two absorbent disposable pads, and place the wrapped specimen into the clear plastic zipper lock specimen bag with a biohazard label affixed to the outside.
2. **Write the assigned tracking ID on the zipper lock bag using a permanent marker.**
3. Place a frozen ice pack in the opaque white bag.
4. Place the zipper lock bag on the frozen ice pack in the opaque white bag.
5. **Print the assigned tracking ID and address where the bird was found on the label on the opaque white bag using a permanent marker.**
6. Seal the opaque white bag, and place it into the cardboard box.
7. Seal the box with tape.
8. **Fill out a *WNV Dead Bird Reporting and Test Request Form* for each dead bird submitted for testing.**
9. Place the completed *WNV Dead Bird Reporting and Test Request Form(s)* into the document pouch located on top of the box and seal the pouch.
10. Fill out address on the Repository Label affixed to the outside of the box.
11. Fill out and sign the UPS Airway Bill and affix it to the top of the box.
12. A "Diagnostic Specimen" label must be on the outside of the box. No biohazard stickers should be on outside of the box. Do not write West Nile Virus on the outside of the box, as it will be delayed in the transport system.

For questions regarding transport or to obtain bird packaging supplies call 1-617-983-4393.

**Massachusetts Department of Public Health
State Laboratory Institute
Arbovirus Laboratory Room 869
305 South St., Boston, MA 02130
(617) 983-4393**

INSTRUCTIONS FOR FILLING OUT A UPS SHIPPING DOCUMENT (Air Waybill)

The form must be legible, typed or printed in English and an air waybill must accompany each package for delivery. For questions regarding shipping dead birds, please contact the Arbovirus Laboratory at 1-617-983-4393.

- Section 1.** **Preprinted.** UPS Account Number
Preprinted. Contact person's complete name, telephone number, company name, and mailing address
Preprinted. Reference number for our records will be **WNV**
- Section 2.** **Preprinted.** The receiver's name as **MDPH/SLI Arbovirus Specimen Processing, Room 869, 305 South Street, Jamaica Plain, MA 02130.**
- Section 3.** **Preprinted.** The weight of the package is designated and pre-printed as **8 pounds.**
- Section 4.** **Preprinted.** Type of service - **Next Day Air**
- Section 5.** Optional services. Leave this section blank.
- Section 6.** Additional Handling Charges. Leave this section blank.
- Section 7.** **Preprinted.** Method of Payment, **bill receiver will be checked off.**
- Section 8.** Leave this section blank.
- Section 9.** **The Shipper must sign and date the shipping document.**

For Transport via UPS from Martha's Vineyard:

There is a designated UPS drop-off location in the Martha's Vineyard Airport. It is a UPS Customer counter that is staffed by a UPS employee.

Hours of Operation:

Monday through Friday 2:00 PM to 7:00 PM

Closed Saturday and Sunday

For Transport via UPS from Nantucket:

There is a designated UPS drop-off location on Airport Road in Nantucket. It is a UPS Customer counter that is staffed by a UPS employee.

Hours of Operation:

Monday through Friday 7:30 AM to 11:30 AM, and 4:00 PM to 6:00 PM

Closed Saturday and Sunday

To schedule a pick up via UPS anywhere in the Commonwealth call 1-800-742-5877

To obtain preprinted UPS Airway bills, please call 1-617-923-3154 Ext 2168